CC#13

August 12, 1939.

Circular Letter No. 16.

To : Superintendent of Schools, Principals and High School English Teachers.

Re : HIGH SCHOOL ENGLISH COURSES

Ladies and Gentlemen:

Tentative outlines for the Courses of study for English in high school during the school year 1939-40 are being sent to you. Please see that each English teacher has a copy of the outlines for all courses which he is going to teach.

Please take note of the following points concerning the teaching of English:

1. Every pupil enrolled in a high school English course must have, for his personal use, a copy of every textbook assigned for the class..

2. Pupils' copies of Making Sense I, the work book to be used in English IV instead of Using English IV, are to be kept in the classroom. (This makes it necessary that teachers have adequate cupboard space for this purpose.)

3. Please refer to circular letter No. 237, issued June 21, 1939, for information concerning the elective English courses.

4. English teachers should keep an assignment book in which they make brief notations concerning the daily assignments. In addition to these assignment books, teachers should prepare, well in advance, lesson plans for each unit in literature. These lesson plans should include general and specific aims, motivation, procedure, etc.

Very truly yours,

(Signed) O.B. IRIZARRY CALDER
Acting Commissioner of Education